

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/16/01/32

19th May, 2026

VACANCY ANNOUNCEMENT

On behalf of Mzumbe University (MU), Mwalimu Nyerere University of Agriculture and Technology (MNUAT), Moshi Co-operative University (MoCU), Ardhi University (ARU), National Arts Council (NAC), e-Government Authority (eGA), Tanzania Government Flight Agency (TGFA) and Tanzania Railways Corporation (TRC), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill three hundred and nine (309) vacant posts mentioned below;

MZUMBE UNIVERSITY (MU)

1.0 ICT OFFICER II (AUDIO VISUAL) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in keeping proper records of all examinations results, minutes, rules and regulations;
- ii. To assist in taking care of the TV room;
- iii. To maintain records of AV equipments that are required
- iv. To assist in carrying out repairs of AV equipment and TV centre;
- v. To assist in Shooting Video Camera according to occasions;

- vi. To assist in setting up and adjusting audio-visual equipment; and
- vii. To perform any other duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Computer Engineering, or equivalent qualification from recognised institution.

1.3 SALARY SCALE

PGSS 7.1

2.0 RECEPTIONIST II - 3 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To receive all visitors to the University and direct them to the appropriate officials as may be necessary;
- ii. To attend all incoming telephone calls and direct them to the right officials;
- iii. To receive all incoming mail and submit them to respective officials;
- iv. To maintain register of various activities; and
- v. To perform any other duties as may be assigned by the supervisor

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV certificate of Secondary Education with passes in English and Kiswahili or Form VI certificate of Secondary Education plus a one year Certificate in one of the following fields: Front Office, Hospitality Management, Hotel Management or equivalent qualification from a recognized institution.

2.3 SALARY SCALE

PGSS 2.1

3.0 TRANSCRIBER II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To transcribe undergraduates' handouts, chapters and passages and books;
- ii. To make minor maintenance;
- iii. To read for blind undergraduates and records books for talking books; and
- iv. To perform any other duties as may be assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Special Education for the Blind from a recognized institution.

3.3 SALARY SCALE

PGSS 5.1

4.0 ASSISTANT ENVIRONMENT HEALTH OFFICER II - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in inspecting environmental sanitation around campus;
- ii. To assist in inspecting sanitary of building and cafeteria;
- iii. To assist in planning and implementation of fumigation to University Premises;
- iv. To assist promote primary health care to University community;
- v. To assist to inspect food taken by students according to standards set by Government; and
- vi. To perform any other duties as may be assigned by the supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields; Public Health, Health Sciences,

Environmental Health Sciences or equivalent qualification from a recognized institution.

4.3 SALARY SCALE

PGSS 4.1

5.0 ICT OFFICER II (INSTRUCTIONAL DESIGNER) - 2 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in liaising with faculty staff regarding online course development;
- ii. To co-facilitate instructional design training;
- iii. To collect course content for the development of course materials and modules;
- iv. To interact with enrolled students and provide technical assistance;
- v. To assist Senior Instructional Designer (s) with the construction of course and modules in the LMS;
- vi. To perform any other related duties as may be assigned by the relevant authorities.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in ICT with Mediated Content Development, ICT with Multimedia Technology and Animation or equivalent Computer qualifications from a recognized Institution.

5.3 SALARY SCALE

PGSS 7.1

MWALIMU NYERERE UNIVERSITY OF AGRICULTURE AND TECHNOLOGY (MNUAT)

1.0 HEALTH LABORATORY ASSISTANT II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To maintain cleanliness in the laboratory, equipment and glassware;
- ii. To keep record of laboratory tests;
- iii. To perform laboratory tests;

- iv. To collect venous blood from patients and preserve specimens;
- v. To keep records of laboratory investigations carried out in the register;
and
- vi. To perform any other related duties assigned by supervisor

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate who has completed a two (2) years Certificate in Health Laboratory Science or equivalent qualifications from recognized institutions

1.3 SALARY SCALE

PMGSS 2.1

2.0 OFFICE MANAGEMENT SECRETARY II - 3 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To take dictations and transcribe accordingly
- ii. To receive telephone calls and book outgoing telephone calls as required.
- iii. To attend routine hotel and travel arrangements of the executives
- iv. To keep files, sensitive documents and other material in secured or confidential place.
- v. To reply to correspondence regarding routine issues which require standard information, with added responsibilities on decision making and problem solving.
- vi. To guide and train subordinates on their work.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA level 6) in Secretarial studies from recognised institution. Must have passed both shorthand English and Swahili at a speed of 100 words per minute with computer knowledge in programs of: - Ms Word, Ms Excel, Ms Publisher, Ms power point, Internet and E-mail.

2.3 SALARY SCALE

PGSS 4.1

3.0 DRIVER II - 6 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations;
- ii. To undertake minor mechanical repairs;
- iii. To take vehicles due for routine maintenance/repair to the appointed service agent;
- iv. To maintain motor vehicle log books;
- v. To make pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects;
- vi. To ensure safety and cleanliness of the vehicle at all times;
- vii. To ensure that valid documents and permits are acquired prior commencement of any journey;
- viii. To report promptly accidents or incidents involving the vehicles to the relevant authority; and
- ix. To perform any other related duties as assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI Certificate and Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus training certificates that qualified them for the respective ranks. The candidate must have driven experience of at least one year without causing any accident. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

3.3 SALARY SCALE

PGSS 2.1

4.0 FIELD TECHNICIAN II (HORTCULTURE) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To supervise juniors and ensuring the implementation of entrusted tasks;

- ii. To prepare field materials for research activities;
- iii. To assist in day-to-day activities of crops and livestock field activities as directed by his/her seniors;
- iv. To assist researchers in their research activities; and
- v. To perform any other duties that may be assigned by the supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Horticulture or equivalent qualification from a recognized institution.

4.3 SALARY SCALE

PUSS 2.1

5.0 LABORATORY TECHNICIAN II (VETERINARY LABORATORY) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To receive and prepare samples for laboratory processing;
- iii. To perform laboratory tests on received samples;
- iv. To maintain cleanness of the laboratory and equipment to minimize infection risks;
- v. To assist in the repair and maintenance of laboratory facilities;
- vi. To assist senior staff in relevant fields of operation;
- vii. To prepare and keep a laboratory register book for daily activities; and
- viii. To perform any other duties that may be assigned by the supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Veterinary Laboratory, or equivalent qualifications from a recognized institution

5.3 SALARY SCALE

PUSS 2.1

6.0 ARTISAN II (CARPENTRY) - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To assist in performing specified craft jobs under supervision;
- ii. To assist in performing routine technical cleaning of the work environment;
- iii. To assist in taking care of tools and equipment;
- iv. To assist in operational repairs of machinery, facilities, buildings and infrastructure;
- v. To assist in reporting maintenance problems to senior staff; and
- vi. To perform any other duties as may be assigned by Supervisor

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or Form VI certificate with Trade Test Grade I/Level III in Carpentry or equivalent qualifications from recognized institutions.

6.3 SALARY SCALE

PGSS 2.1

MOSHI CO-OPERATIVE UNIVERSITY (MOCU)

1.0 OFFICE MANAGEMENT SECRETARY II - 4 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To type all general correspondence and non-confidential matters;

- ii. To type letters, minutes, notices, bulletins, circulars, certificates and charts;
- iii. To print reports, letters etc;
- iv. To take proper care of all machines under his/her charge and makes sure they are used for official work only;
- v. To file copies of typed letters in relevant files;
- vi. To receive and direct visitors;
- vii. To attend telephone calls and takes messages; and
- viii. To perform any other related duties as may be assigned by Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate of Secondary Education with passes in Kiswahili and English, plus Diploma in Office Management/Secretarial Studies (NTA 5) with 100 w.p.m. shorthand speed and 50 w.p.m. typing speed, tabulation and manuscript stage II, secretarial duties, office procedure stage II from a recognised institution.

1.3 SALARY SCALE

PGSS 4

2.0 RECEPTIONIST II - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To receive all visitors to the University and direct them to the appropriate official as may be necessary;
- ii. To attend all incoming telephone calls and direct them to the right officials;
- iii. To receive all incoming mail and submit them to secretaries or respective officials;
- iv. To ensure proper organisation of the front office;
- v. To maintain register of various activities;

vi. To perform any other related duties as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate plus Certificate in Front Office Management, Telephone Operation, Reception, Front Office or equivalent qualification from recognised institution and must possess good communication skills in both Kiswahili and English.

2.3 SALARY SCALE

PGSS 2.1

ARDHI UNIVERSITY (ARU)

1.0 DRIVER II - 3 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To drive motor vehicles in accordance with road traffic rules and regulations;
- ii. To inspect motor vehicles before and after any route/journey in order to identify required maintenances or rehabilitation;
- iii. To ensure that a motor vehicle and its equipment's (jack, spanner, space tyre etc.) are available and are in good condition;
- iv. To carry out minor/routine maintenances of vehicles;
- v. To ensure that motor vehicle doors and windows are properly locked and safe all the time;
- vi. To ensure cleanliness of motor at all time;
- vii. To record and maintain records pertaining to any journey in the Logbook;
- viii. To assist in collecting and dispatching mails;
- ix. To report any accident immediately to Supervisor or Traffic Police; and,
- x. To perform any other related duties as may be assigned by Supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI Certificate and Class "C or E" Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus training

certificates that qualified them for the respective ranks. The candidate must have driven experience of at least one year without causing any accident. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

1.3 SALARY SCALE

PGSS 2

2.0 OFFICE MANAGEMENT SECRETARY II - 3 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i) To type all general correspondence and non-confidential matters;
- ii) To type letters, minutes, notices, bulletins, circulars, certificates, charts and stencils;
- iii) To print reports, letters etc.;
- iv) To take proper care of all machines under his/her charge and makes sure they are used for official work only;
- v) To file copies of typed letters in relevant files;
- vi) To receive and direct visitors;
- vii) To attend telephone calls and takes messages; and
- viii) To perform any other related duties as may be assigned by Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate of Secondary Education with passes in Kiswahili and English, plus Diploma in Office Management/Secretarial Studies (NTA 6) with 100 w.p.m. shorthand speed and 50 w.p.m. typing speed, tabulation and manuscript stage II, secretarial duties, office procedure stage II from a recognised institution.

2.3 SALARY SCALE

PMGSS 4

3.0 SURVEY TECHNICIAN II (ASSISTANT TO ACADEMICIAN) - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i To carry out specified tasks under supervision;
- ii To collect task/assignment from supervisor;
- iii To liaise with supervisor on implementation of given task;
- iv To assist senior staff in relevant fields of operations;
- v To assist in establish fieldwork instructions/task;
- vi To assist in identify fieldwork requirements, e.g. tools;
- vii To assist in equipment issuing and handling in the fields; and,
- viii To perform any other related duties as may be assigned by Supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI certificate plus Ordinary Diploma in one of the following fields: Geoinformatics, Geographical Information System, and Remote Sensing or equivalent qualifications from recognized institutions

3.3 SALARY SCALE

ATTRACTIVE PACKAGE

NATIONAL ARTS COUNCIL (NAC)

1.0 ARTS OFFICER II (THEATRE ARTS/PERFORMANCE)) - 5 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To visit and Meet musicians to their working areas to discuss interpretations of their works;
- ii. To interpret, inspect, and observe the quality and ethics of music works or musicians for productions;

- iii. To arrange for the delivery and setup of music through Medias (e.g. Internet, WhatsApp, You Tube, etc.);
- iv. To coordinate, organize, attend or participate in music events. (awards, festivals, competitions, shows, concerts);
- v. To visit and meet Fine Artists and Craftsman in their working areas to discuss interpretations of their works;
- vi. To interpret, inspect, and observe the quality and ethics of Fine Arts and Crafts works or Fine artists and Craftsman for productions;
- vii. To arrange for the delivery and setup of Fine Arts and Crafts through Medias (e.g. Internet, WhatsApp, You Tube, etc.);
- viii. To coordinate, organize, attend or participate in Fine Arts and Crafts events. (awards, festivals, competitions, shows, concerts); and
- ix. To perform any other related duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Theatre Arts Studies or equivalent qualifications from recognized institutions.

1.3 SALARY SCALE

PGSS 6.

2.0 ARTS OFFICER II (MUSIC) - 3 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To provide advisory services and technical assistance to proper development of the Music sector;
- ii. To design and oversee the planning, coordination, and execution of music related projects and initiatives implemented by the Council and stakeholders;
- iii. To prepare and develop write up and strategic Projects that stimulate, promote and support the growth and development of the Music sector;

- iv. To engage in programs for formalizing, registering, and issuing permits to music artists and stakeholders;
- v. To maintain accurate records and documentation of all music-related activities and achievements;
- vi. To prepare regular reports on the progress and outcomes of music programs, projects and providing insights for continuous improvement;
- vii. To conduct research on trends, challenges, and opportunities in the music industry; and
- viii. .To perform any other related duties as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in Fine and Performing Arts (Music), Music, Music Business or other equivalent qualifications from recognized institutions.

2.3 SALARY SCALE

PGSS 6

E-GOVERNMENT AUTHORITY (EGA)

1.0 ICT OFFICER II (APPLICATION PROGRAMMER) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To design, coding, and debugging software applications based on various deployment platforms (e.g. web, mobile, desktop etc.), operating systems, programming languages, database management systems, etc., software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis, etc.;
- ii. To assist and participate in analysis of user requirements, prototyping, development of new functionalities, maintenance of applications, integration of technological components, testing, deployment;
- iii. To design, coding and debugging web and mobile based applications in various

software languages;

- iv. To make software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis;
- v. To support, maintain and document software functionality;
- vi. To install and configure appropriate application servers based on the application programs to be supported;
- vii. To support, maintain, and preparation of technical and user documentations for various software functionalities;
- viii. To train and support of software users for effective utilization of deployed systems;
- ix. To assist in troubleshooting and resolving routine software application problems;
- x. To model software and simulation;
- xi. To teste software and quality assurance;
- xii. To perform tuning, improvement, load balancing, usability, automation;
- xiii. To integrate software with existing systems;
- xiv. To evaluate and identify new technologies for implementation;
- xv. To work closely with analysts, designers and other staff;
- xvi. To produce detailed technical specifications and software code documentation, and
- xvii. To make maintenance and support production system

1.2 QUALIFICATIONS AND EXPERIENCE

BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution. Strong understanding of the Software Development Life Cycle (SDLC) methodologies, Technical knowledge in determining end-to-end software requirements specification and design, Working knowledge of various software languages [PHP (mandatory), Java (mandatory), C/C++, .NET, Python] will be added advantage, Advanced knowledge in DHTML, HTML5, CSS & CSS3, JavaScript, jQuery, jQueryMobile, SAPUI5 Photoshop, and Responsive Web Design will be added advantage, Practical skills on Object Oriented Design and Analysis (OOA and OOD), Hands-on experience with development in Java/JEE environments and Knowledge in

containerization and micro services application development approaches will be an added advantage.

1.3 SALARY SCALE

As per eGA Scheme of Service

2.0 ICT OFFICER GRADE II (NETWORK MANAGEMENT) - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To monitor performance, capacity, and availability of the network on an ongoing basis and recommend improvements in technologies and practices.
- ii. To collaborate with other staff in the ongoing definition of network design, services and procedures so as to ensure business continuity
- iii. To participate in designing and installation of networks and related accessories and equipment;
- iv. To maintain and repair of Network active and passive equipment;
- v. To troubleshoot all network security related problems;
- vi. To maintain and implement security strategy and standardization methods.
- vii. To document and communicate network related problems, solutions and the implementation process;
- viii. To participate in configuration and management program to install updated security tools.
- ix. To perform maintenance activities, backups and restore of network components.
- x. To plan and appraise ongoing assessment and monitoring of application control, firewall, VPN, SSL, intrusion detection and prevention system and other network component policies
- xi. To guarantee network security best practices are executed through auditing: routers, change control, firewall configurations and monitoring
- xii. To be responsible for periodic vulnerability testing, and lead remediation
- xiii. To articulate systems and methodologies as well as reply to security related

events and support in remediation efforts

- xiv. To coordinate and oversee log analysis for e-GA managed services offerings to ensure customer policy and security requirements are met
- xv. To maintain network security devices to enable pro-active defense of networks within managed service, providing protective monitoring to multiple customers.

2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science/Information Technology/ Computer Engineering from recognized institution. Proficient in Service Provider technologies like IP/MPLS and related services (L2VPN, L3 MPLSVPN, TE, QoS, etc.), Proficiency in designing/deploying in LAN/WAN topologies using routing protocols like OSPF/ISIS, EIGRP, BGP, IPv6, MPLS, Multicast, HA/Redundancy etc. Possession of recognized ICT professional certification such as Service Provider Networks (CCNA, CCNSP, HCNA, HCNP, MCSA, MCSE, CEH) will be an added advantage. Working knowledge in the Telecom Operators or Internet Service Provider Core Network environment will be an added advantage.

2.3 SALARY SCALE

As per eGA Scheme of Service

3.0 ICT OFFICER GRADE II (DATABASE ADMINISTRATION) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To design database structures and objects including tables, views, procedures, functions, triggers etc.;
- ii. To perform database performance optimization and tuning;
- iii. To perform administration of systems and databases, server virtualization and server infrastructure;
- iv. To manage security aspects to the assigned systems, databases, integrity controls, related records, and documents;
- v. To install, upgrade, and maintenance of software applications and databases;
- vi. To maintain, administration, monitoring, problem management, and production for

- databases;
- vii. To undertaking daily maintenance, testing, backup, and recovery of systems and databases;
 - viii. To applying patches and upgrade of systems and databases;
 - ix. To install, configure, operate, upgrade and maintain assigned systems hardware, software and infrastructure;
 - x. To provide appropriate infrastructure technology solution to support operations;
 - xi. To provide technical advice and support in problem solving related to DBMS
 - xii. To contribute to the disaster recovery and business continuity planning process regarding the assigned systems and infrastructure;
 - xiii. To assist in management of hardware devices, licensing and all programs as assigned;
 - xiv. To produce database reports when requested; and
 - xv. To ensure high-availability of systems and services.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of BSc/BEng in IT/IS/Computer Science/Computer Engineering or equivalent degree from a recognized institution.

3.3 SALARY SCALE

As per eGA Scheme of Service

4.0 ICT OFFICER GRADE II (BUSINESS ANALYST) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To analyze the Institutional business models as well as their association with technology solutions;
- ii. To act as a bridge between business group with need or problem and the Technology teams offering a solution to a problem or need;
- iii. To drive and participates in design, development and implementation of enterprise wide applications;
- iv. To work closely with developers and testers to ensure business requirements are translated accurately into working technical designs;

- v. To involve in development of new systems, business processes improvement, strategy planning or potentially organizational change;
- vi. To provide support in the implementation of e-Government initiatives throughout project life cycle.
- vii. To involve in solution testing and evaluation as providing quality assurance and control and communicating the deliverables state to the users.
- viii. To assist in the collection and consolidation projects required information and data;
- ix. To adhere to ICT project management standards defined by e-Government standard and Guidelines;
- x. To perform any other official duties as may be assigned by immediate supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor degree either in Computer Science, Information Technology, Computer Engineering or related discipline from a recognized institution with Technical knowledge in determining end to end design requirements for projects involving line of business, software/hardware developers and vendors, strong skills in project planning, controlling and delivery management, capable of performing reviews and edits requirements, specifications, business processes, feasibility studies, business cases and recommendations related to proposed solution for Government ICT projects/requests, knowledgeable in Quality Assurance for developed ICT products/services and possession of an ICT related certifications (CISA/PMP/PRINCE2) is desirable

4.3 SALARY SCALE

As per eGA Scheme of Service

5.0 ICT OFFICER GRADE II (STANDARDS AND COMPLIANCE) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To plan, design, develop and implement e-Government Standards and Guidelines;
- ii. To monitor compliance to e-Government Standards and Guidelines;
- iii. To coordinate the Preparation of hardware and Software Specifications for e-

Government implementation;

- iv. To study and evaluate new global trends in e-Government Standards and Practices;
- v. To plan and execute compliance audit and prepare reports.
- vi. To raise awareness to users on e-Government Standards and Guidelines;

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution.

5.3 SALARY SCALE

As per eGA Scheme of Service

6.0 ICT OFFICER GRADE II (HELPDESK) - 1 Post

6.1 DUTIES AND RESPONSIBILITIES

- i. To develop and implement efficient and effective customer support processes;
- ii. To implement proper methodologies to improve first call resolution and technical assistance / support for incoming queries from the Public Institutions;
- iii. To conduct analysis of helpdesk activities and make recommendation for increased organizational efficiency and effectiveness;
- iv. To co-ordinate collection, analysis, interpretation and presentation of data and statistics;
- v. To design, develop and manage an enhanced reporting structure which ensures the early identification of reported service faults/breakdown/problem and ensure minimum risk to the business;
- vi. To log, maintain and take ownership of issues reported by the Public Institutions and provide the appropriate reporting information;
- vii. To provide first Level ICT Technical Support and ensure fast resolution of queries from Public Institutions in compliance with Client Service charter and Service Level Agreements, and
- viii. To maintain reliable and secured network and personal computing environment including hardware and software.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer Science/ Information Technology/ Computer Engineering or related discipline from a recognized institution;

6.3 SALARY SCALE

As per eGA Scheme of Service

7.0 ICT OFFICER GRADE II (PROJECT MANAGEMENT) - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

To analyze Institutional business processes and models with respects to technology solutions;

To follow up closely in planning, designing, development and implementation of enterprise wide application;

To review e-Government related project concept note/ proposal, system requirements specifications, system design document, Project implementation progress report etc. as per e-Government standards and guidelines

To act as a bridge between business and Technology groups.

To provide technical guidance and support in the implementation of e-Government initiatives throughout project life cycle;

To conduct evaluation of e-Government projects and prepare periodic reports;

To conduct inspection and investigation of e-Government projects in the public institutions.

To provide technical guidance on business processes re-engineering, strategic planning or potentially organizational change;

To assist in the collection and consolidation projects required information and data;

To monitor implementation of e-Government initiatives and project

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of Minimum of Bachelor's Degree in Computer Science, Information Technology, Computer Engineering, Software Engineering or equivalent degree from a recognized institution. Strong skills in project management, ability to capture, translate and communicate software business requirements to various project stakeholders, understanding of Software engineering concepts & modelling techniques and methods, knowledgeable in Quality Assurance for developed ICT products/services and possession of an ICT and project management related certifications such as, PRINCE2, PMP, TOGAF, COBIT5, CISA and SCRUM Master will be an added advantage.

7.3 SALARY SCALE

Attractive remuneration Package

TANZANIA GOVERNMENT FLIGHT AGENCY (TGFA)

1.0 AIRCRAFT MAINTENANCE ENGINEER II - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in removal and installation of aircraft components, repair, assembling and testing of aircraft systems;
- ii. To assist in repair, test and calibration of equipment and tools as per requirements of the Tanzania Civil Aviation Authority;
- iii. To assist in planning of preventive maintenance for aircraft engines system components equipment, tools and hangar;
- iv. To supervise Aircraft Technicians in a particular field;
- v. To perform any other related duties assigned by the supervisor;
- vi. To assist in removal and installation of aircraft components, repair;
- vii. Assembling and testing of aircraft system; viii. To assist in repair, test, overhaul and calibration of equipment and tools as per requirements of the Tanzania Civil Aviation Authority;

- viii. To record accurately all log books and associated data of the aircraft and components and other items as specified in the approved maintenance programme;
- ix. To assist in planning of preventive maintenance for aircraft engines system Components equipment, tools and hangar;
- x. To assist in compiling and updating aircraft maintenance and component life; and
- xi. To perform any other related duties as assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

A holder of Bachelor Degree in Aeronautical Engineering or its equivalent qualification from an institution recognized by TCAA or ICAO who has attended and passed an Ab-initio training with Aircraft Maintenance Engineers License issued by TCAA.

OR

A holder of NTA Level 6 (Ordinary Diploma/FTC) in one of the following Engineering fields: Electrical, Mechanical, Electronics or equivalent qualification from a recognized institution who has attended and passed an Ab-initio training with Aircraft Maintenance Engineers License issued by TCAA.

OR

A holder of A-Level Secondary Education Certificate with at least two principal passes in Physics, Mathematics or Chemistry who has attended and passed an Ab-initio training with Aircraft Maintenance Engineers License issued by TCAA.

1.3 SALARY SCALE

TGFPS 1.1

2.0 DRIVERS II - 2 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To drive vehicle towards approved destinations and in accordance with traffic regulations;
- ii. To undertake minor mechanical repairs; iii. To take vehicle due for routine

- maintenance/repair to the appointed service agent;
- iii. To maintain motor vehicle log books;
 - iv. To make pre- inspection to the assigned vehicle prior travelling and report mechanical damages/defects;
 - v. To ensure that the assigned vehicle is clean;
 - vi. To collect and disseminate office documents to other Institutions as assigned;
 - vii. To monitor validity of vehicle documents and permits;
 - viii. To report promptly accidents or incidents involving the vehicle to the relevant authority; and
 - ix. To perform any other related duties as assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI Certificate and Class “C or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized institution plus professional certificates that qualified them for the respective ranks. The candidate must have driven experience of at least one year without causing any accident.

2.3 SALARY SCALE

TGFSS 2.1

3.0 PILOT II - 4 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To familiarize with the aircrafts operated by the Institution;
- ii. To have an initial training on at least one of the aircrafts operated by the institution;
- iii. To collect the Navigation Bag containing aircraft Library from Operations Control and ensure that the relevant documents are in order to return the same to Operations Control after completion of flights; iv. To check all documents and inform Pilot-in-Command of any Notam, Fleet Notices of any information that may affect their flights;
- iv. To maintain continuous watch on the available communication frequencies with the appropriate Air Traffic Control;

- v. To maintain cabin and cockpit temperatures at comfortable levels during flight;
- vi. To perform flight duties under the supervision of a Captain; and
- vii. To perform any other related duties as assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

A candidate who has attended and passed an Ab-initio training, a holder of Commercial Pilots License with Instrument Rating, Multi-Engine (CPL, IR/ME) issued by TCAA with experience of at least 250 hours' total time, with A-Level Secondary Education Certificate with at least two principal passes in Physics, Mathematics or Geography or equivalent qualifications.

3.3 SALARY SCALE

TGFES 1.1

TANZANIA RAILWAYS CORPORATION(TRC)

1.0 ENGINEER II (ELECTRO-MECHANICAL) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To execute and monitor preventive maintenance schedules for electric and diesel locomotives.
- ii. To support predictive maintenance activities using diagnostic tools and fault history.
- iii. Diagnose and repair faults in electromechanical systems, including; Electric traction systems, Diesel locomotive systems, Auxiliary systems (pumps, compressors, fans, HVAC components, battery/charger systems, lighting, etc.)
- iv. To Inspect all electrical machineries at the quarries and insulation level of conductors in rolling stock, machinery and buildings;
- v. Conduct functional checks, insulation testing, continuity/continuity checks, ground fault checks (as applicable), and performance verification;
- vi. Provide technical guidance to maintenance technicians on troubleshooting, safe work practices, and best maintenance methods;
- vii. Propose reliability improvements (spares optimization, procedure updates, design/process improvements).

- viii. Assist in onboarding/skills development for electromechanical maintenance staff.
- ix. Use appropriate diagnostic equipment (e.g., locomotive test tools, multimeters, insulation testers, fault code readers, scope where available).; and
- x. To perform any other related duties as assigned by supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's degree in Electro-mechanical Engineering or equivalent from recognized institution. The candidates must be registered by Engineers Registration Board as Graduate Engineer.

1.3 SALARY SCALE

TRCS 6

2.0 CIVIL TECHNICIAN II (RAIL TRACK TECHNOLOGY) - 5 Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To undertake maintenance of bridges, culverts, building and track works;
- ii. To read and review project drawings and plans to determine the sizes of structures;
- iii. To prepare track maintenance plans and submit the same to Supervisor;
- iv. To take part in testing construction materials and soil samples in laboratories;
- v. To ensure that project construction conforms to design specifications and applicable permanent way requirements; and
- vi. To perform any other duties as may be assigned by supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) Or Ordinary Diploma (NTA Level 6) in Rail Track Technology or equivalent qualifications from Recognized Institution.

2.3 SALARY SCALE

TRCS 3

3.0 TECHNICIAN II (ELECTRO-MECHANICAL) - 6 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. Carry out routine inspections and servicing based on maintenance plans for both electric and diesel locomotives;
- ii. Replace worn components, service rotating equipment, clean filters, check lubrication, and verify condition of wiring/connectors.;
- iii. Diagnose faults reported from operations (e.g., no traction, reduced power, overheating, abnormal alarms, start/stop issues).;
- iv. To service refrigeration and air condition facilities;
- v. Perform insulation checks, continuity checks, terminal inspection/cleaning, crimping/soldering (as per procedure), and cable replacement/repair;
- vi. To help supervisor to maintain records; and
- vii. To perform any other duties as may be assigned by supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) Or Ordinary Diploma (NTA Level 6) in either Locomotive Engineering Technology or Electro-Mechanical or Equivalent from Recognized Institution.

3.3 SALARY SCALE

TRCS 3

4.0 TECHNICIAN II (CARRIAGE AND WAGON EXAMINER) - 6 Posts

4.1 DUTIES AND RESPONSIBILITIES

- i. To maintain rolling stock and locomotives;
- ii. To maintain workshop machinery and plants;
- iii. To service refrigeration and air condition facilities;
- iv. To service handling equipment and ancillary plants;
- v. To perform any other duties as may be assigned by supervisor

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) Or Ordinary Diploma in Carriage and Wagon Mechanical Technology or Equivalent from Recognized Institution.

4.3 SALARY SCALE

TRCS 3

5.0 SIGNAL & TELECOMMUNICATION TECHNICIAN II - 5 Posts

5.1 DUTIES AND RESPONSIBILITIES

- i. To plan, design, constructions and maintenance of S&Te quipment and systems;
- ii. To oversee market utilization and expansion of the fibre optic cable along railway network;
- iii. To install, maintain, and repair SGR/MGR signals and telecommunication network and equipment;
- iv. To take part in accident investigation in line with other departments;
- v. To take part in maintenance of train control, electronic warrant system, cargo/wagon tracking and its management system, yard radio, underground cables and internal office communications;
- vi. To contribute on the preparation of reports, plans and designs for S&T projects;
- vii. To prepare project quantity and cost estimates;
- viii. To prepare and submit periodical technical reports; and
- ix. To perform any other related duties as may be assigned by supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder of Full Technician Certificate (FTC) Or Ordinary Diploma in Telecommunication Engineering, or Equivalent from recognized Institution.

5.3 SALARY SCALE

TRCS 3

6.0 ARTISAN II (ELECTRICAL) - 60 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To participate in the installation of new electrical systems;
- ii. To maintain and repair the catenary systems;
- iii. To fix electric wires and equipment in office and various TRC buildings;
- iv. To service handling equipment and ancillary plants; and
- v. To perform any other duties as may be assigned by supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form four Certificate with one of the following qualifications; Trade Test II, National Vocational Award (NVA) Level II, Level III, or Basic Technician/NTA Level 4 in Electrical Technology, or equivalent qualification from a recognized institution

6.3 SALARY SCALE

TRCS 1

7.0 ARTISAN II-SIGNAL AND TELECOMM - 30 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. Maintenance of S&T control systems, radio, underground cables and internal office communications;
- ii. To help in connecting wires to circuit breakers, transformers, or other S&T components;
- iii. To install new Signals and Telecommunications systems
- iv. To perform pointsman duties, and
- v. To perform any other duties as may be assigned by the supervisor

7.2 QUALIFICATIONS AND EXPERIENCE

Holder of form four Certificate with one of the following qualifications; Trade Test II/Level II, Level III National Vocational Award II (NVA II) or Basic Technician Certificate/NTA Level 4 in Signal and Telecommunication, Electronics and Communication Engineering Technology from a recognized institution

7.3 SALARY SCALE

TRCS 1

8.0 ARTISANS - CIVIL II (RAILWAY TRACK) - 44 Posts

8.1 DUTIES AND RESPONSIBILITIES

- i. Packing of the railway track as directed by the supervisor;
- ii. To inspect the Track component along the line;
- iii. To attend all Track defects as per manuals;
- iv. To clean side drains and water outlets.
- v. To participate in repair of the track to ensure possibility;
- vi. Load and offload permanent way materials.
- vii. To Performs any other related duties that maybe assigned by supervisor

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form four Certificate with Trade Test II/Level II, Level III National Vocational Award II (NVA II) or Basic Technician Certificate in Rail Track Technology or equivalent from recognized institutions

8.3 SALARY SCALE

TRCS 1

9.0 MECHANICAL ARTISAN II (CARRIAGE AND WAGON EXAMINER) - 20 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To maintain rolling stock (coaches and Wagons);
- ii. To maintain workshop machinery and plants;
- iii. To service handling equipment and ancillary plants;
- iv. To perform any other duties as may be assigned by supervisor

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form four Certificate with Trade Test II/Level II, National Vocational Award II (NVA II) or NTA Level 4/level 5 Certificate in Carriage and Wagon Mechanical

Technology or Carriage and Wagon Technology or equivalent qualification from recognized institution.

9.3 SALARY SCALE

TRCS 1

10.0 ARTISAN II - MECHANICAL (DIESEL- MECHANICAL LOCOMOTOIVE) - 10 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To maintain rolling stock and locomotives;
- ii. To maintain workshop machinery and plants;
- iii. To service refrigeration and air condition facilities;
- iv. To service handling equipment and ancillary plants;
- v. To perform any other duties as may be assigned by supervisor

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form four Certificate with Trade Test II, Level II, Level III, National Vocational Award II (NVA II) or Basic Technician (NTA Level 4) in Locomotive Engineering or equivalent qualification from a recognized institution

10.3 SALARY SCALE

TRCS 1

11.0 PLANT OPERATOR II - 2 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To operate winch, cranes as per approved procedures and policies;
- ii. To provide quality services on plant operation;
- iii. To perform gangway activities;
- iv. To operate the mechanical equipment (Winch, Folk Lifts and Terminal Tractors and Cranes) as per approved procedures and policies;
- v. To carry out loading, offloading or discharging and delivery of Motor vehicles and other cargo into/from trains;

- vi. To drive and operate mechanical handling equipment's within the Workshops, yard premises and Depot Yards such as Forklifts, shunting tractors, green butts, Stationery pillars and gantry manual or powered; and
- vii. To performs any other relevant duties that may be assigned by the supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate with Basic Driving Certificate offered by VETA, Bandari College, TIRTEC or any recognized Institution and Class F or G Driving License.

11.3 SALARY SCALE

TRCS 2

12.0 RECEPTIONIST II - 3 Posts

12.1 DUTIES AND RESPONSIBILITIES

- i. To operate Telephone Switchboards for receiving and making telephone calls or receiving and sending message by fax etc;
- ii. To place out-of-state and international calls; schedules and coordinates conference calls as required;
- iii. To welcome visitors by greeting them personal and by telephone answering all referring inquires;
- iv. To direct visitors to action employees, Department Directors or giving them instructions; and
- v. To performs any other relevant duties that may be assigned by the supervisor.

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate either in Telephone Operations, Front Office, or Customer Care from recognized Institutions.

12.3 SALARY SCALE

TRCS 2

13.0 OFFICE MANAGEMENT SECRETARY II - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

To type confidential correspondences/letters, manuscripts, reports and proceedings;

To make travel and hotel arrangements/booking;

To cross check the availability of stationery and other working equipment for the Section/Department.

To provide Secretarial Services to Senior Officers;

To keep records of activities and appointments;

To assist in monitoring movement of files, incoming and outgoing.

To attend visitors;

To receive and direct telephone calls and replaying telephone messages, emails and fax messages;

To organize and maintain a diary of appointments;

To deal with correspondence and writing letters;

To organize documents and computer-based Public Relations & Communication;

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) in Secretarial or Secretarial Services/NTA Level 6 from Public Service College or any other recognized College/Institution with passes of 100 w.p.m shorthand in Kiswahili and English, Certificate in computer programs e.g. windows, Microsoft office Internet, E-mail and Publisher. Use of modern office equipment will be a necessary requirement.

13.3 SALARY SCALE

TRCS 3

14.0 INSTRUCTOR II - TELECOMMUNICATION - 1 Post

14.1 DUTIES AND RESPONSIBILITIES

- i. To conduct short Courses and Seminars in respective areas of specializations, Instructional methods course (Pedagogical);
- ii. To prepare Course/Lesson Plans for respective subjects of specializations;
- iii. To supervise students on practical training;
- iv. To follow up and submits post training evaluation on trainees.
- v. To plan and organize Traffic programmes;
- vi. To conduct Courses and Seminars for senior staff of the Corporation;
- vii. To collect and analyze information and data related to the fields of specialization;
- viii. To audit training objectives and Courses contents and recommends to the principal training equipment's and materials required;
- ix. To evaluate effectiveness of instructors under him and makes appropriate reports to the principal. Conducts research pertaining to instructional needs in and outside TRL and conducts consultations and researches on training matters in liaison with districts and headquarters officers; and
- x. To perform any other duties as assigned by his superior.

14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8 or equivalent) in Signal and Telecommunication Technology, Telecommunication Engineering or equivalent in relevant fields with a minimum GPA of 3.5 from recognized institution, eligible for registration as a technical teacher. The candidates must be registered by Engineers Registration Board as Graduate Engineer

14.3 SALARY SCALE

TRCS 6

15.0 INSTRUCTOR II - ELECTRICAL - 1 Post

15.1 DUTIES AND RESPONSIBILITIES

- i. To conduct short Courses and Seminars in respective areas of specializations, Instructional methods course (Pedagogical);
- ii. To prepare Course/Lesson Plans for respective subjects of specializations;
- iii. To supervise students on practical training;
- iv. To follow up and submits post training evaluation on trainees.
- v. To plan and organize Traffic programmes;
- vi. To conduct Courses and Seminars for senior staff of the Corporation;
- vii. To collect and analyze information and data related to the fields of specialization;
- viii. To audit training objectives and Courses contents and recommends to the principal training equipment's and materials required;
- ix. To evaluate effectiveness of instructors under him and makes appropriate reports to the principal. Conducts research pertaining to instructional needs in and outside TRL and conducts consultations and researches on training matters in liaison with districts and headquarters officers; and
- x. To perform any other duties as assigned by his superior.

15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor's Degree (NTA Level 8 or equivalent) in Electrical Engineering, Electromechanical Engineering or equivalent in relevant fields with a minimum GPA of 3.5 from recognized institution, eligible for registration as a technical teacher. The candidates must be registered by Engineers Registration Board as Graduate Engineer

15.3 SALARY SCALE

TRCS 6

16.0 YARD MASTER II - 3 Posts

16.1 DUTIES AND RESPONSIBILITIES

- i. To be in-charge of a designated section of a Marshalling Yard
- ii. To be responsible for the breaking up and marshalling of trains

- iii. To placing and removal of wagon
- iv. To supervise loading and unloading delivery vehicles by hand or with folk lift track
- v. To supervise sorting and grading Stock and
- vi. To perform any other related duties that may be assigned by the supervisor

16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Yard Foremen Certificate awarded by TIRTEC or NTA level 4 in Railway Transportation or its equivalent qualifications.

16.3 SALARY SCALE

TRCS 1

17.0 STATION MASTER II - 18 Posts

17.1 DUTIES AND RESPONSIBILITIES

- i. To signal, receive and dispatch trains;
- ii. To ensure that trains and traffic working at the stations are done expeditiously according to the rules and regulations;
- iii. To work as in-charge of Junior Station;
- iv. To provide for safe and expeditious movement of trains, traffic and trains working, passenger and freight sales;
- v. To supervise security of station installation and equipment, and general administration of the small and medium station;
- vi. To be in-charge of a designated section of a Marshalling Yard and responsible for the breaking up and marshalling of trains;
- vii. To direct, control and participate in marshalling and breaking up of train loads and clearing and placing traffic into local sidings, goods sheds etc.;
- viii. To supervise placing and removal of wagons;
- ix. To check the setting of points;
- x. To receive and dispatching trains;
- xi. To instruct and supervising subordinate staff; and

- xii. To performs any other related duties that may be assigned by the supervisor.

17.2 QUALIFICATIONS AND EXPERIENCE

Holders of NTA Level VI in Railway Transportation, Diploma in Transport Management, Logistics Management or equivalent qualifications from recognized institutions.

17.3 SALARY SCALE

TRCS 3

18.0 DRIVER II - 6 Posts

18.1 DUTIES AND RESPONSIBILITIES

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations;
- ii. To undertake minor mechanical repairs;
- iii. To take vehicles due for routine maintenance/repair to the appointed Service agent.
- iv. To maintain motor vehicle log books;
- v. To make pre-inspection to the assigned vehicle prior travelling and Report mechanical damages/defects;
- vi. To ensure safety and cleanliness of the vehicle at all times;
- vii. To ensure that valid documents and permits are acquired prior Commencement of any journey;
- viii. To report promptly accidents or incidents involving the vehicles to the Relevant authority; and
- ix. To perform any related duties as may be assigned by supervisors.

18.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License Class C or E and one-year Basic Driving Certificate offered by

VETA or the National Institute of Transport (NIT) plus a one-year accident free driving experience. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

18.3 SALARY SCALE

TRCS 2

19.0 LOCOMOTIVE DRIVER II - 10 Posts

19.1 DUTIES AND RESPONSIBILITIES

- i. To perform shunting duties within the station yards, sidings and running depots within the home station.
- ii. To perform shunting duties within the station yards, sidings and running depots within the home station.
- iii. To check the locomotive fitness before use.
- iv. To report any problem noted in the locomotive during the course of driving.
- v. To record all important events occurring during shunting.
- vi. Recording the fuel balance on start and at the end of the shunting duties.
- vii. To perform any other related duties that may be assigned by the supervisor.

19.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Form IV academic Certificate with Locomotive Driving Certificate or Locomotive Shunting Certificate offered by TIRTEC or any recognized Institution and Class F or G Driving License.

19.3 SALARY SCALE

TRCS 3

20.0 ASSISTANT COMMERCIAL OFFICER -II(TRAVEL AND TICKET EXAMINER) - 5 Posts

20.1 DUTIES AND RESPONSIBILITIES

T

- i. o assist in ensuring that all crews report to duty as required i.e. they report on time, well attired in full clean uniforms;
- ii. To make random inspection of passenger tickets to ensure that they have valid tickets, Card/Free passes or vouchers etc., commensurate with the class of travel;
- iii. Assist in monitoring early marshalling of the train and boarding of passengers;
- iv. To assist in monitoring loading/offloading of parcels and luggage at intermediate and depot stations with the objective of reducing unnecessary long train dwell time;
- v. To liaise with responsible Station Masters and respective District Control Officers for the provision of relief locomotive(s) in the event of engine failures en-route and also at originating stations; and
- vi. To perform any other relevant duties that may be assigned by the supervisor

20.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) in Marketing, Entrepreneurship, Business Administration majoring in Marketing, or equivalent qualifications from recognized Institutions and attend Train Guard Certificate course from TIRTEC. Computer literacy is mandatory.

20.3 SALARY SCALE

TRCS 3

21.0 ASSISTANT COMMERCIAL OFFICER -II(CUSTOMER SERVICES) - 2 Posts

21.1 DUTIES AND RESPONSIBILITIES

To inform passengers on the expected arrivals and departures of trains;

To respond to passengers /customers' complaints, queries and request or any other relevant information;

Promote company's product and services; iv. Identify needs/wants of customers;

Make available product brochures for customers;

Provide pricing and delivery information to customers;

Suggest possible solutions whenever there is a malfunction in a service;

Educate customers on deals and promotions the company is offering;

Greet customers in the warmest possible way and find out their problem or reason for calling;

Assist in selling products and services; xi. Provide safety education to customers;

To perform any other relevant duties that may be assigned by the supervisor

21.2 QUALIFICATIONS AND EXPERIENCE

Holder of Ordinary Diploma (NTA Level 6) in Public Relations/Marketing, Business Administration majoring in Marketing and Public Relations, or equivalent qualifications from recognized Institutions. Computer literacy is

21.3 SALARY SCALE

TRCS 3

22.0 ARTISAN II -MECHANICAL (DIESEL- ELECTRIC LOCOMOTIVES) - 7 Posts

22.1 DUTIES AND RESPONSIBILITIES

- i. To maintain rolling stock and locomotives;
- ii. To maintain workshop machinery and plants;
- iii. To service refrigeration and air condition facilities
- iv. To service handling equipment and ancillary plants;
- v. To perform any other duties as may be assigned by supervisor

22.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form four Certificate with Trade Test II, Level II, Level III, National Vocational Award II (NVA II) or Basic Technician (NTA Level 4) in Diesel-Electric Locomotive

Engineering or equivalent qualification from a recognized institution

22.3 SALARY SCALE

TRCS 1

GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
 - Applicants for non-degree posts must not exceed 25 years of age.
 - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
Birth certificate.
4. Attaching copies of the following certificates is strictly not accepted:
Form IV and Form VI results slips;
Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. A signed application letter should be written either in Swahili or English and addressed to:

**Secretary,
Presidents Office, Public Service Recruitment Secretariat,
P.O. Box 2320,
Mahakama Street, Tambukareli,
Dodoma.**

11. Deadline for application is **01st June, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address: <http://portal.ajira.go.tz>. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**